



EXECUTIVE DIRECTOR

THE POSITION

The position is an exceptional opportunity for an enthusiastic leader to be an integral part of serving women, girls, and their families. Started in 2007, The Oasis Center for Women and Girls (“the Center”) was created by women who believe in the vision and value of a resource center for women and girls. Our founders and supporters share a belief that offering expanded opportunities for women and girls helps the entire community. The Center focuses on personal, professional, and economic concerns facing women, girls and their families through the provision of direct services as well as community dialogue and awareness. We are seeking a candidate with an innovative strategic vision and creative ideas for growth to accomplish the Center’s mission. We offer an exceptional work life and a dynamic group of women to work with in an environment that supports individual growth and recognizes that women are whole people.

The Executive Director will be responsible for working with the Board of Directors (“the Board”) to meet the organization’s strategic goals and build on its commitment to improving the lives of women and girls in our local community. An ideal leader will be energetic, excited to share the organization’s mission, have proven fundraising experience, and a vision for the future of the Center. A candidate must have a passion for the organization’s feminist mission of improving the lives of women and girls, and have the capacity to be the organization’s spokesperson and go-to resource for community engagement surrounding issues facing women and girls.

KEY PRIORITIES

- Thorough understanding of the Center, its history and culture, purpose and programs, staff and board structure, stakeholders, funders, finances, and other sources of support;
- Establish a solid working relationship with the Board and provide the Board with the tools to encourage and direct their best ideas for strategic planning, fundraising, and advocacy;
- Understand the landscape of existing organizations in the community to ensure that the Center programming is unique, necessary, and builds on its strengths and mission;

- Fundraising is an essential part of the position. Ensure the fostering, maintenance and expansion of development activities that identify, educate, recruit, sustain, and recognize donors;
- Serve as representative in all matters pertaining to the agency. Sit on boards and panels, represent the voice of women and girls for current and emerging issues to ensure that the Center emerges as a proactive leader in the community. The Center is reliant on the continuing recruitment of new partnerships and the stewardship of already existing relationships;
- Serve as the spokesperson and representative for the Oasis Center and a key social justice advocate for women's and girl's issues and empowerment.

PREFERRED PROFESSIONAL REQUIREMENTS

- An approachable, collaborative and transparent leadership style;
- A record of success of leading and shaping non-profit organizations, including a demonstrated commitment to relationship building with marginalized communities;
- Knowledge of the complex and intersectional issues facing women and girls;
- The ability to interact professionally with dedicated Board members, staff members, and program participants of diverse professions, backgrounds and perspectives;
- An understanding of setting and implementing organizational strategy, and managing through growth and change;
- Experience in supervision and management;
- Bachelor's degree and/or commensurate work experience in relevant field required. Master's degree in relevant field preferred;
- Successful experience working with a nonprofit board of directors;
- Proven strong public speaking, writing, and communications skills;
- Relevant advocacy experience with clients, communities, and service providers;
- Demonstrated history of effective collaboration and broad community involvement;
- Experience with financial management;
- Demonstrated successful record of resource development including annual giving, event planning, grant writing, and grant management;
- Self-directed individual, who can manage many competing priorities while holding the vision for the organization, managing staff, and holding the space for the community;

- Flexible problem solver, skilled at striking the balance between innovation and continuity;

KEY RESPONSIBILITIES

Communications & Community Relations

- Serve as an articulate and enthusiastic spokesperson and marketer for the Center's mission and programs, both internally and externally, to a variety of audiences;
- Tell The Oasis Center story, in an effective, clear and engaging manner;
- Mobilize the local community across all sectors and spearhead efforts to protect, increase access for, and raise awareness of issues facing women and girls in our community;
- Understand the intersectionality of different issues as well as the variety of challenges that face women and girls in the community.

Finance & Administration

- Ensure proper fiscal accounting and controls, as well as legal and fiduciary compliance;
- Develop the annual budget, ensure the accuracy of records, and create monthly finance reports;
- Work with the Board to develop and implement Center policies, goals, objectives, and strategic plans;
- Engage and coordinate efforts of various Board committees and task forces;
- Help to maintain, steward, and recruit board members;
- Keep the Board abreast of issues and challenges impacting the agency;
- Oversee and strengthen the organizational infrastructure necessary to support and sustain growth;
- Negotiate federal, state, and city grants, guaranteeing compliance and overseeing reporting as well as providing supervision to advocates.

Fund Development

- Develop and lead the overall fundraising strategy working in conjunction with the Board to build long-term, sustainable, diversified funding sources of income for the Center. This will include identifying possible funding sources; soliciting those finding sources by writing grant proposals or pursuing other strategies;

organizing special events; and managing funder and individual donor relationships;

- Build on initiatives already underway to increase financial support through annual giving and increasing Oasis Alliance membership.

Management of Staff

- Manage all human resources functions, including the hiring, development, evaluation and retention of staff;
- Supervise, motivate, and engage staff while delegating to and sharing responsibilities with staff; ensure that there are well defined goals and benchmarks of success;

Program Oversight, Development and Execution

- Ensure that day to day operations are smoothly and effectively administered; maintain strong internal communication and coordination between programmatic and administrative areas, and with the Board;
- Evaluate existing programming and implement strategies to expand community use of the Center and Center programming;
- Ensure that the Center has the financial and staffing resources necessary to implement its strategic plan and operational goals;
- Oversee and implement the agency Three Year Action Plan and guide the process towards
- achievement;
- Set priorities for existing programs including program spending, and develop new programs based on strategic goals;
- Stay abreast of the ever-evolving challenges, issues and needs relating to girls;
- Continue the organization's commitment to and partnership with the City of Tallahassee and Leon County on the Tallahassee/Leon County Commission on the Status of Women and Girls.

PERSONAL REQUIREMENTS

- Florida Driver's License, insurance, and access to a reliable vehicle;
- 3-year driving record indicating eligibility to be insured by our organization's auto insurer;
- Level 2 criminal background screening cleared as eligible to serve.

COMPENSATION & BENEFITS

- Comprehensive Medical Insurance, 100% of employee premium paid by the Center;
- 15 Paid Holidays;
- Generous paid time off, with increasing amount of paid annual leave based on tenure of service;
- A supportive work environment that recognizes the need for flexibility;
- Salary range \$55,000 to \$65,000
- Position reports to The Oasis Center for Women and Girls Board of Directors

LOCATION

Located in the Florida Panhandle, Tallahassee is best described as a Capital city where college town meets cultural center, politics meets performing arts and history meets nature, a place where the vibrancy of what to do is matched only by the city's inviting hospitality.

CONTACT

To apply, please send a résumé and cover letter via e-mail to:

Marisa Button
Executive Search Committee Chair
executivesearch@theoasiscenter.net

If requested, all inquiries or referrals will be held in strict confidence.

To receive priority consideration, applications must be submitted by Sunday, July 23, 2017.

The Oasis Center for Women and Girls is an equal opportunity/affirmative action employer. The Oasis Center does not discriminate on the basis of age, color, economic background, marital status, national origin, disability, race, religion, sex, sexual orientation or gender identity/expression. Smoking is not permitted on the premises. Visit our website at <http://theoasiscenter.net>